

GET THAT JOB:

PART II

WORKSHOPS:

- ◇ **Wednesday, January 13th:** Get to know yourself: learn about soft skills and hard skills.
- ◇ **Wednesday, January 27th:** Get to know the Job market/Job search techniques: learn about networking, job fair do's and don'ts and etiquette
- ◇ **Wednesday, February 10th:** Resume/cover letter: learn about types of resumes, tips on items to include, samples, etc.
- ◇ **Wednesday, February 24th:** Interview skills/ dress for success: learn effective interview tips, common interview questions, and the appropriate attire for a job interview.

**Need a job?
Don't miss
these
Workshops!**

Where: The View Teen Center
263 Escuela Ave.
Mountain View 94040

Time: 4:30-6:00pm



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WORKFORCE
DEVELOPMENT



FOR MORE INFORMATION, PLEASE CONTACT THE VIEW TEEN CENTER AT 650-903-6333 OR VISIT US
AT WWW.MOUNTAINVIEW.GOV/THEVIEWTEENCENTER